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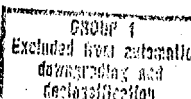
20 January 1972

MEMORANDUM FOR: Deputy Director of Training

SUBJECT : Coverage of Security Classification in SUS Courses

The following information is in response to your request concerning our coverage of the definitions and proper use of the various security classifications.

1. The subject is covered, though not by SUS personnel, on the first day of EOD processing for both professionals and clericals. An Office of Security representative calls attention to a pamphlet entitled "Selected Security Regulations" in which the definitions are found. Students are required to sign a statement to the effect that they have read and understand the pamphlet.
2. In the Clerical Orientation Course, during the coverage of "Mailing Procedures", a member of the Clerical Training Faculty devotes about ten minutes to a description of the official definitions of TOP SECRET, SECRET, and CONFIDENTIAL and points out that the originator of a document is responsible for its proper classification. This course is attended by clerical personnel only.
3. The Office of Security handles the fifth day of the week devoted to the Clerical Orientation Course (it should be noted here that this day is not considered an integral part of the Clerical Orientation Course). During this day a representative from the Office of Security spends about five minutes on the definitions of the security classifications and makes the point that it is not the Office of Security but the offices which originate paper that have to determine the appropriate classification for such paper. This day of briefing is given to both professional and clerical personnel.
4. In our Administrative Procedures Course (for clerical personnel from the CS primarily):

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a. the students are expected to be familiar with the provisions of [REDACTED] "Dispatch and Pouch Procedures", page 8 of which deals almost exclusively with the use of "sensitivity indicators" but mentions the necessity for proper classification;

b. the students are required to be familiar with the OTR publication "Glossary of Operational Terminology" which, on pages 6 and 7, defines the various security classifications;

c. [REDACTED] DDP, in his talk on "Processing of Documents into the Clandestine Service Records System" points out proper mailing procedures, including proper classification of correspondence, and explains to the students how the proper classification for paper is determined.

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[REDACTED]
Chief, Support School, TR

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Distribution:

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1 - Ch/SUS/TR

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